

COMPUTER OPERATOR

PURPOSE: Operate computer equipment.

FUNCTIONAL AREAS: Under direction, to:

1. Operate computer console and peripheral equipment.
 - * A. Maintain and operate the mainframe computer system including console, tape units, and related equipment.
 - * B. Ensure that input data is entered in accordance with established schedules.
 - * C. Monitor console messages and execute directions on program or job instruction sheets.
2. Monitor the technical performance of the computer and peripheral equipment and report techniques.
 - * A. Verify the accuracy of the computer operations by periodically checking output such as printouts.
 - * B. Maintain equipment and notify supervisor of any computer performance problems.
 - C. Report any serious malfunctions in computer and peripheral equipment to repair service.
3. Operate other data processing equipment and instruct staff in these procedures.
 - A. Operate a decollator and burster to separate computer generated continuous paper.
 - B. Operate related data processing equipment as required.
 - C. Instruct Data Processing personnel in the operation of this equipment.

Job Requirements

1. Experience and Education
 - * A. Two (2) years of verifiable work experience in a Data Processing occupation in a mainframe environment.
2. Knowledge
 - * A. Knowledge of the principals and techniques of computer operation.
 - * B. Basic knowledge of job control languages (JCL).
3. Skill
 - A. Skill in the operation of a mainframe computer and related data processing equipment.
 - B. Skill in performing minor repair of related data processing equipment.

4. Abilities

- * A. Ability to establish and maintain effective working relationships with supervisors, employees, and the general public.
- * B. Ability to communicate in writing and speaking.
- * C. Ability to lift and carry boxes of computer paper weighing up to 55 pounds.

* Essential functions or job requirements necessary on the first day of employment.

Anlst:	Date:
Union: Basic	Pay: 122-124
CSB: 19940405	
CC:19940725	Res: 94-0628R